
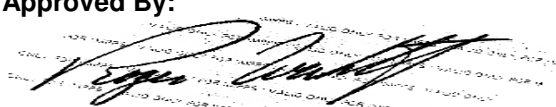


KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-130	PAGE NUMBER 1 of 2
		SUBJECT: PAROLE SERVICES: Procedures for Notification and Documentation of Offender Death	
Approved By:  Secretary of Corrections		Original Date Issued: 12-17-07	
		Current Amendment Effective:	N/A
		Replaces Amendment Issued:	N/A

POLICY

When parole staff become aware of an offender's death, the parole officer shall attempt to contact the offender's family at the earliest opportunity and offer condolences. Parole staff shall treat the offender's family with compassion and offer any information that can be publicly released. Procedures exist for documenting the death both in OMIS and TOADS as well as providing information to the Kansas Bureau of Investigation.

DEFINITIONS

None.

PROCEDURES

I. Notification of Offender Death

- A. When the parole officer receives information that an offender under supervision has died, the parole officer of record shall attempt to contact an immediate family member(s) to inform them of the death and offer condolences.
 1. Parole staff shall treat the family members contacted with respect and shall not engage in argumentative conversation.
 2. Should the family member(s) pose questions regarding incidents under investigation, the parole officer shall indicate that information cannot be released until the investigation is completed and facts are known.
- B. If the offender has no known immediate family for notification, the parole officer should attempt to contact an acquaintance and/or landlord to inform them of the death.
 1. Under no circumstances should the parole officer take control of the offender's property or financial assets or attempt to dispose of it.
- C. Parole staff shall contact the offender landlord, employer, any agency contact person providing services, and KDOC contractors providing service at the time of the offender death to provide death notification.
 1. Confirmation from family member(s) or acquaintances that said contact(s) has been completed and/or will be completed by said parties, will satisfy this requirement.

II. Documentation of Offender Death

- A. Upon notification that an offender under supervision has died, the parole officer shall attempt to confirm the death by obtaining a death certificate, coroner's report, autopsy report, or at a minimum, an obituary from the newspaper and/or a confirmed news report from a newspaper/radio/television web site.

1. Parole Staff may contact their regional or central office Public Information Officer to confirm the legitimacy of the web site if needed.
- B. Once documentation of offender death has been obtained, a case report shall be prepared in TOADS, detailing the circumstances of the offender's death.
- C. The case report with attached documentation shall be forwarded to the parole supervisor for review.
 1. If the parole supervisor concludes that the documentation of death is adequate, the appropriate death movement shall be entered in OMIS by the supervisor.
 2. If the parole supervisor concludes that documentation is inadequate, the parole officer shall be informed and further instructions provided.
 - a. If necessary, the Central Office Interstate Compact Unit may be contacted for assistance in obtaining documentation of death.
- D. If documentation of death is determined, a copy of the case report with supporting documentation of death shall be forwarded to the Kansas Bureau of Investigation records section.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

None.

ATTACHMENTS

None.